

California Assessment and Improvement System Fact Sheet 3: How to Upload Documents to Resolve Findings

1. To resolve a finding, upload resolution documents:

- A) Select the "All Documents" tab at the bottom of the Instrument Overview screen.
- B) Select the "Attach Document" and upload documents.

The screenshot displays the 'All Documents (0)' tab selected at the top. Below the tabs, there is a section labeled 'Attach Document' with a red arrow pointing to it, labeled 'B'. Below this, there are two table-like structures. The first one is for 'All Documents' and the second is for 'UPLOADED DOCUMENTS'. Both tables have columns for 'Document Name' and 'Description'. The 'UPLOADED DOCUMENTS' table also has columns for 'Edit', 'Open', 'Size', 'Title', 'Description', 'Evidence Request', 'Updated', and 'By'. Red arrows point to the 'Attach Document' button and the 'All Documents' tab, labeled 'A' and 'B' respectively.

2. Once resolution documents are uploaded, post a comment explaining how documents resolve the finding:

- A) Select certification box.
- B) Select "Resubmit Item."

The screenshot shows the 'STATE FINDINGS' section. At the top, it says 'INSTRUMENT ITEM' followed by a description of the finding. Below this, there is a 'DUE DATE' of 02/16/2013. To the right, it says 'SEA Status : ⚠ Does Not Meet Requirements'. Below the due date, there are two buttons: 'Resolution Agreement Request' and 'Resubmit Item'. A red arrow points to the 'Resubmit Item' button, labeled 'B'. Below the buttons, there is a checkbox labeled 'I certify that the applicable agency certifies that all corrective actions specified below have been or will be implemented at all sites in the LEA and ensures that the new procedures will be used in the future.' and a text area labeled 'Comments by SEA :'. Red arrows point to the checkbox and the 'Resubmit Item' button, labeled 'A' and 'B' respectively.